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**INTERMEDIATE LEGAL SKILLS FOR CRIMINAL SECRETARIES SEMINAR**  
**October 2-6, 2000**  
**Columbia, South Carolina**

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**AGENDA**

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**ALL SESSIONS WILL BE HELD IN ROOM A008 UNLESS OTHERWISE NOTED.**

**MONDAY, OCTOBER 2, 2000**

8:00 - 8:30 a.m.	<b>REGISTRATION</b>
8:30 - 9:00 a.m.	<b>WELCOME AND ADMINISTRATIVE ANNOUNCEMENTS</b>
9:00 - 10:10 a.m.	<b>OVERVIEW OF THE CRIMINAL PROCESS: TRACKING A CRIMINAL CASE</b>
10:10 - 10:30 a.m.	<b>BREAK</b>
10:30 - 11:15 a.m.	<b>THE PRE-INDICTMENT STAGE: INVESTIGATION</b>
11:15 - 12:30 p.m.	<b>THE PRE-INDICTMENT STAGE: GRAND JURY</b>
12:30 - 2:00 p.m.	<b>LUNCH</b>
2:00 - 2:30 p.m.	<b>THE PRE-INDICTMENT STAGE: GRAND JURY MOVIE</b>
2:30 - 3:30 p.m.	<b>THE PRE-INDICTMENT STAGE: DOCUMENT MANAGEMENT/DOCUMENT CONTROL</b>
3:30 - 4:00 p.m.	<b>BREAK</b>
4:00 - 5:00 p.m.	<b>THE PRE-INDICTMENT STAGE: TEAM BREAKOUTS</b>
5:00 p.m.	<b>RECESS</b>

**TUESDAY, OCTOBER 3, 2000**

8:30 - 9:30 a.m.	<b>THE POST-INDICTMENT STAGE: ORGANIZING A CASE</b>
9:30 - 10:00 a.m.	<b>BREAK</b>

10:00 - 11:00 a.m.	<b>THE ROLE OF THE PUBLIC INFORMATION OFFICER IN THE CRIMINAL PROCESS</b>
11:00 - 12:00 p.m.	<b>DISCOVERY</b>
12:00 - 1:30 p.m.	<b>LUNCH</b>
1:30 - 2:15 p.m.	<b>DISCOVERY (continued)</b>
2:15 - 3:15 p.m.	<b>DISCOVERY: TEAM BREAKOUTS</b>
3:15 - 3:45 p.m.	<b>BREAK</b>
3:45 - 5:00 p.m.	<b>MOTIONS</b>
5:00 p.m.	<b>RECESS AND RECEPTION</b>

**WEDNESDAY, OCTOBER 4, 2000**

8:30 - 10:00 a.m.	<b>THE PRE-TRIAL STAGE: VICTIM-WITNESS ISSUES</b>
10:00 - 10:15 a.m.	<b>BREAK</b>
10:15 - 11:00 a.m.	<b>THE PRE-TRIAL STAGE: TRIAL NOTEBOOKS</b>
11:00 - 12:30 p.m.	<b>THE PRE-TRIAL STAGE: LITIGATION SUPPORT</b>
12:30 - 1:30 p.m.	<b>LUNCH</b>
1:30 - 2:30 p.m.	<b>THE PRE-TRIAL STAGE: TEAM BREAKOUTS</b>
2:30 - 3:00 p.m.	<b>JURY INSTRUCTIONS</b>
3:00 - 3:15 p.m.	<b>BREAK</b>
3:15 - 4:15 p.m.	<b>WORKSHOPS</b>
	<b>GROUP 1: ADVANCED WORDPERFECT (Computer Lab)</b>
	<b>GROUP 2: USING TECHNOLOGY IN TRIAL (Courtroom 106)</b>
4:15 - 5:15 p.m.	<b>GROUP 2: ADVANCED WORDPERFECT (Computer Lab)</b>
	<b>GROUP 1: USING TECHNOLOGY IN TRIAL (Courtroom 106)</b>

5:15 p.m.

**RECESS**

**THURSDAY, OCTOBER 5, 2000**

8:30 - 9:30 a.m.

**THE TRIAL STAGE: THE ROLE OF THE SECRETARY  
DURING TRIAL**

9:30 - 10:00 a.m.

**BREAK**

10:00 - 11:00 a.m.

**MOCK TRIAL (Courtroom 106)**

12:00 - 1:30 p.m.

**LUNCH**

1:30 - 3:00 p.m.

**THE TRIAL STAGE: TEAM BREAKOUTS**

3:00 - 3:30 p.m.

**BREAK**

3:30 - 5:00 p.m.

**THE POST-TRIAL STAGE: SENTENCING**

5:00 p.m.

**RECESS**

**FRIDAY, OCTOBER 6, 2000**

8:30 - 9:30 a.m.

**THE POST-TRIAL STAGE: APPEALS AND PRISONER  
LITIGATION**

9:30 - 10:00 a.m.

**BREAK**

10:00 - 11:30 a.m.

**CLOSED FILE MANAGEMENT**

11:30 a.m.

**EVALUATIONS AND ADJOURNMENT**

